

# **Additional Information**

## **Information Receptionist**

### **Boise National Forest**



Seasonal **Information Receptionist** positions are often available at the District Offices. These temporary positions start in June and end in September. Duty stations for will be in Cascade, Emmett and Idaho City.

**Look for job vacancy announcements at [USAJOBS](https://www.usajobs.gov).**

**Duties:** Greets visitors and responds to phone and written inquiries, which often requires an explanation in general terms of functions of the Agency to distinguish among and between function related to the subject of the inquiry. Use good host techniques in all contacts.

Evaluates inquires in order to provide the most useful and appropriate information or to suggest other productive sources of specific information applicable to the nature and subject of inquiry. Resolve inconsistencies in available information.

Arrange displays of informational and natural materials in the reception area. Varies or changes displays to coincide with seasonal changes, and special public information programs. Use imagination and good taste to achieve desirable results.

Uses word processing software and printing equipment to create, copy, edit, store, retrieve, and print a variety of standardized documents using a glossary of prerecorded formats, form letters, standard paragraphs, and mailing lists. May use database or spreadsheet software to enter, revise, sort, or calculate, and retrieve data for standard reports.

Employee serves as Collection Officer to sell such items as National Forest maps, Firewood permits, and various Passes in accordance with manual and handbook requirements. Employee is held accountable for the funds collected. Employee maintains accountability records as required.

## **Duty Stations:**

### **Emmett, Idaho**

Emmett is a full service community located in Southwest Idaho along the Payette River at the junction of Idaho Highways 16 and 52. The city has a population of about 5,500 and is the seat of Gem County (population 16,000. Smaller towns nearby in Gem County are Letha, Sweet and Ola. Boise, in Ada County, is about 35 miles southeast of Emmett. Emmett sits at 2,373 feet in elevation and enjoys a four-season climate. The average July maximum temperature is 95 F, and January's average low is 16 F.

Average annual precipitation is 13.26 inches. The elevation of Gem county ranges from 2,260 feet to 7,865 feet, with cooler summers and snowy winter weather at the higher elevations. Some rentals are available in Emmett. The real estate market offers older and newer homes for sale as well as vacant land from city size lots to large acreages available. A full range of housing choices is also available in the Greater Boise area.

### **Cascade, Idaho**

The Cascade Ranger District is the northernmost District on the Boise National Forest. Encompassing over 400,000 acres, the District offers a diverse resource management program including recreation, wildlife, fisheries, forest and range management, and watershed management. The small town of Cascade is nestled in the mountains of central Idaho approximately 75 miles north of Boise on Highway 55. It is located in Long Valley between the North Fork of the Payette River (known for its world-class kayaking) and Cascade Lake (one of the top fisheries in Idaho). The Cascade Ranger District offers abundant and diverse year-round outdoor sports and recreation opportunities.

## **Idaho City, Idaho**

Idaho City is located 40 miles to the east of Boise; Idaho City is a quaint, historic mountain community of approximately 400. Idaho City is the county seat of Boise County with tourism and timber as the primary industries. Idaho City is not a full service community, but does offer the following services on a year round basis: one small grocery store and many small shops along Main Street with preserved historic buildings from the mining era of the 1860's. Boise offers the services and amenities of the largest city in Idaho. Many District employees commute from Boise daily. The population of Boise is approximately 170,000, with an additional 230,000 in the surrounding metropolitan area. An international airport, shopping, colleges, and universities, and a variety of cultural and sporting events are readily accessible and available.

### **Housing:**

There is no government housing provided.

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